

Cardholder Responsibilities

For State of North Dakota Purchasing Card

The purchasing card is to be used to purchase items with the single purchase limit of any purchase not to exceed \$2,500 without specific written permission from OMB. It is to be used for official state use only. **Purchases made with the card must comply with Office of Management and Budget and agency procurement policies and procedures.**

The cardholder must complete the GE application online, read and agree to the terms and conditions, and forward the application by email to the designated agency and state official(s) for approval. After all approvals are made, the application will be electronically submitted to GE and the card will be issued.

When the card is received, the cardholder should sign it immediately and call the number on the back of the card for activation. **NOTE:** When the cardholder calls in, they will be told to pick a number from the menu (press 8 for new card activation) and a customer service rep will ask for their Employee ID number before activating the card.

The Purchasing Card **MAY NOT** be used to purchase the following:

- Alcoholic beverages
- Ammunition/weapons
- Cash advances
- Employee travel (lodging, meals)
- Entertainment/hospitality/food
- Flowers/gifts
- Gasoline/fuel for travel
- Insurance
- Legal Services
- Motor vehicles
- Non-business/personal items
- Tax reportable services (1099)
 - (services with individuals, sole proprietorships, partnerships, estates, and trusts)

The purchasing card includes the state tax-exempt number, indicating that tax should not be charged. To be safe, always mention to the clerk that your purchase should be tax- exempt.

Not all vendors accept purchasing cards. If this happens:

- Ask the vendor if they are interested in accepting MasterCard. If yes, refer them to the state Pcard administrator. **GE will work with the vendor to secure their acceptance of MasterCard.**
- Complete the transaction using traditional purchasing procedures.
- Choose another vendor who accepts MasterCard.

If a card is declined at the point of sale, the cardholder should contact the agency or state Pcard administrator. They can see why it is being declined and will be able to manually authorize the charge, if appropriate. Some reasons for a decline include:

- The cardholder has failed to activate the card by calling the toll free number listed on the sticker placed on the front of the card.
- The cardholder has exceeded the designated single or monthly transaction limit.
- The cardholder attempts to use the card for a blocked supplier category.

Individual cardholders are responsible for following up with the merchant or bank on any erroneous charges, disputed items, or returns as soon as possible. If the cardholder has a problem with a purchased item or billing, they should try to reach a resolution with the vendor.

Cardholders will receive a monthly account statement from GE. The statement must be reconciled to the receipts. After reconciliation, attach the receipts, sign the statement, and submit the information to the agency Pcard administrator.

If the card becomes lost or stolen, the cardholder must **IMMEDIATELY NOTIFY** GE at **1-800-274-7378** as well as the agency Pcard administrator. This is also the number cardholders may call if they have problems and are unable to contact their agency Pcard administrator.

When a cardholder terminates employment with the agency or transfers to another agency or division, the purchasing card should be returned to the agency official so the account can be closed and the card destroyed.

Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges and potential discipline.